

VIRGINIA FIRE SERVICES BOARD

JULY 31, 2015

A regular meeting of the Virginia Fire Services Board was held at the Hampton Convention Center in Hampton, VA at 9:00 am. Mr. Randy Wheeler, Vice Chair, served as Chair.

BOARD MEMBERS PRESENT

James 'Randy' Wheeler – Vice-Chair – Virginia Municipal League
Charles 'Ed' Altizer – Virginia State Fire Marshal
John Ainslie – Virginia Board of Housing & Community Development
Jeff Bailey - VA Chapter of the International Society of Fire Service Instructors
David Layman - Virginia Fire Chiefs Association
Bettie Reeves-Nobles – General Public
James "Robby" Dawson – Fire Prevention Association
Bill Kyger – Association of Counties
Peter Svoboda – Virginia Professional Firefighters Association
H. Lee Day – Virginia Fire Services Council
Dawn E. Brown – Insurance Industry
Robert Miner – Virginia Chapter of the International Association of Arson Investigators

BOARD MEMBERS ABSENT

Walter Bailey – Chair – Virginia State Firefighter's Association
Vacant – Industry (SARA Title III & OSHA) Representative
Bettina Ring – Virginia State Forester

AGENCY MEMBERS PRESENT

Brook Pittinger	Mohamed Abbamin	Rhonn James
Melvin Carter	Don Hansen	Brenda Scaife
Joe Thompson	Dave Jolly	Tom Berry
Brett Williams	John Fugman	Erin Rice

GUESTS PRESENT

Ed Rhodes	Chris Eudailey	Allen Baldwin
Larry Gwaltney	Charlie Singleton	Robert Holloway
Scott Garber	Dean Farmer	Richard Harris
Drew Smith	Mike Moles	Jeff Flippo
Steve Ayers	Bobby Carnen	David Eagle
Mark Mills	Darrell Hodges	Wayne Grimsley
Dwayne Bonette	Keith Bolte	George Lindbeck

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES IN THE AGENDA

Public Comments

Consent Agenda

- A. Approval Of The Minutes Of The Previous Meeting
 - i. Fire Education and Training Committee
 - ii. Fire Prevention and Control Committee
 - iii. Administration Policy and Finance Committee
 - iv. Full Board

Report from the VDFP Executive Director

Report from the VDFP Deputy Executive Director

Fire Education and Training Committee Business

- A. Report From The VDFP Branch Chief of Training and Operations
- B. Unfinished Business
 - a. Training and Education Committee's Update/Discussion
- C. New Business

Fire Prevention and Control Committee Business

- A. Report From The VDFP Branch Chief of Training and Technical Services
- B. Report from The Department of Forestry
- C. Report from The State Fire Marshal
- D. Report From The Codes and Standards Subcommittee
- E. Unfinished Business
- F. New Business
 - a. ICC Code Hearing Attendance and Travel

Administration, Policy and Finance Committee Business

- A. Report from the VDFP Finance Department
- B. Report From The Burn Building Subcommittee
 - i. City of Alexandria Grant
 - ii. City of Winchester – New Construction Application
- C. Unfinished Business
 - i. Policy Review/Approval
 - a. Aid to Localities (ATL) Entitlement Program
 - b. Burn Building Grant Program
 - c. Regional Fire Services Training Facility Grant Program
 - d. VFIRS Hardware Grant Program
 - ii. Governor's Fire Services Award Recommendations
 - iii. Essex County Fire & EMS Study Review/Approval
 - iv. Powhatan County Fire and EMS Study (In Progress)
 - v. Pittsylvania County Fire and EMS Study (In Progress)
- D. New Business
 - i. VDFP Executive Director Update on Fire and EMS Study Process
 - ii. Fire and EMS Study Feedback Survey
 - iii. Isle of Wight Fire and EMS Study Request
 - iv. Rockingham County Fire and EMS Study Request

Full Board Business

- A. Unfinished Business
- B. New Business
 - i. FY16 Rules and Procedures Re-signing (hold until next VFSB meeting)
 - ii. FY16 Memorandum of Understanding Re-signing (hold until next VFSB meeting)
 - iii. NARCAN Update
 - iv. Fall 2015 VFSB Meeting and Location

Comments from the Chairman, VFSB

Full Board Business

- A. Unfinished Business
- B. New Business

PUBLIC COMMENTS

NA

CONSENT AGENDA

Topic: Consent Agenda

Motion: To approve the Consent Agenda / Minutes.

Discussion: Motion to accept was made.

Vote: Unanimous

Action: Motion Carries

REPORT FROM THE VDFP EXECUTIVE DIRECTOR

Melvin Carter, Executive Director of Virginia Department of Fire Programs, thanked everyone for their attendance. Chief Carter stated the agency continues to communicate with the fire services field through collaborative discussions. He further added that VDFP thrives to have an effective system of communications with other agencies such as Department of Forestry to ensure a high quality of collaborative services. Chief Carter further cited that the Agency continues to look for innovative ways to add value to services provided. Lastly, Chief Carter thanked the fire services for their support .

REPORT FROM THE DEPUTY EXECUTIVE DIRECTOR

Brook Pittinger provided the following report:

- **FY15 ATL:** The Virginia Department of Fire Programs received notice from the State Corporation Commission in late June that the total collections for the Virginia Fire Programs Fund were **\$36,915,918.51** during FY2015. This is a slight increase in collections from previous years. Department staff will be working with the 323 localities on the distribution schedule and procedures.

- FY15 ATL: \$26,441,331
- FY14 ATL: \$25,151,640
- FY13 ATL: \$23,641,872
- **Virginia Civilian Fire Deaths:** According to the U.S. Fire Administration, the Commonwealth has witnessed **48** civilian fire fatalities in 2015 (as of 7/31/15). This number is approximately **13** percent higher than this time last year. Virginia ranks as the 14th most deadly state in the country for civilian fire fatalities. New York has experienced 86 fire deaths in 2015, making it the deadliest state. More than 1,375 people have lost their lives as a result of fire nationwide during the first six months of 2015.
- **PIO and Community Risk Reduction Summit:** The PIO and Community Risk Reduction Summit has been scheduled for September 15-16 in Roanoke at the Sheraton Hotel. This event will bring together speakers and educational resources to equip departments with the tools for an effective community risk reduction initiative. Additionally, there will be a media roundtable with PIOs that were involved in the Virginia Tech shootings as well as the Texas Fertilizer Plant fire where 11 firefighters died in the line of duty. This summit will also discuss how community risk reduction helps with ISO ratings and how to effectively communicate during a crisis. Registration is now open and more information is available at www.soundthealarmsummit.com.
- **Richmond Flying Squirrels Fire Prevention Partnership** – The Department of Fire Programs and the Richmond Flying Squirrels have teamed up to host at Fire Prevention Game Night on Saturday, August 15, 2015. This event will focus on community risk reduction and its direct correlation to firefighter safety. Some key activities taking place that night include:
 - Mobile simulator unit/static display
 - Smoke detector distribution
 - Fire prevention tent
 - Fire prevention messaging throughout the game, including a recorded message from Governor McAuliffe
 - Free Face Painting by the Virginia Fire Coalition
- **American Red Cross** – Later this fall, the Department of Fire Program will be meeting with the American Red Cross to discuss the feasibility of developing a partnership on community risk reduction efforts. The American Red Cross has a five-year campaign that targets reducing fire deaths.
- **State Fair of Virginia Exhibit**– To continue our community risk reduction efforts, the Department of Fire Programs and the State Fair of Virginia have partnered together to promote fire prevention. The 2015 State Fair, which starts September 26 and concludes October 4, will now include an exhibit to demonstrate fire prevention programs, firefighting skills, operational procedures and other community safety services. The Mobile Burn Trailer will provide live burn demonstrations and firefighting technical presentations several times a day. Additionally, several stations will be staffed to provide life and fire safety information as well as career opportunities. To make this event successful, VDFP needs additional support from fire departments throughout the Commonwealth. If you are interested in supplying either apparatus or personnel, please contact Chief Bobby Bailey with the Fire Marshal Academy.
- **Burn Building Survey** – In response to all the feedback about the Commonwealth's burn buildings, the Department of Fire Programs will be distributing a survey to our

stakeholders to solicit input. We will be working with the Virginia Fire Services Board to develop the survey questions and hope to have results early next year.

VFIRS Incident Reporting

- **2015 VFIRS Reporting Status** - January - June incidents are currently due from fire departments. As of 7/15/2015, we have a total of **346,953** incident reports submitted to VFIRS. For 2015, we will continue to send out reminders to fire departments with missing reports.

Incident Summary, Virginia, 2014-2015

Incident Type	2014 Reporting as of 6/3/2014		2015 Reporting as of 7/15/2015	
	Total	Percent	Total	Percent
Fires	10,494	3.2%	10,002	3.1%
Rescue and EMS	227,534	70.3%	230,148	70.3%
Other Calls	85,508	26.4%	87,026	26.6%
Total Incidents	323,536	100.0%	327,176	100.0%
Aid Given (Mutual or Automatic)	17,092		19,628	
Fire Exposures	185		149	
Grand Total	340,813		346,953	
Dollar Loss	Total		Total	
Total Fire Dollar Loss	\$111,171,574		\$111,234,577	
Casualties	Total		Total	
Civilian Fire Injuries	193		174	
Civilian Fire Deaths	32		30	
Fire Service Injuries	233		239	
Fire Service Deaths	0		0	

2015 Statistics

- Fires - **10,002** (3.1%); Rescue and EMS - **230,148** (70.3%); Other Calls - **87,026** (26.6%)
 - Total Incidents - **347,176** (347K)
- Total Fire Dollar Loss - **\$111,234,577** (\$111 Million)
- Civilian Fire-Related Casualties - **204** (Injuries - 174, Deaths - 30)
- Fire Service Casualties (All Incident Types) - **239** (Injuries - 239, Deaths - 0)
- Top Three Causes with Residential Structure Fires - Heating (23.1%), **Cooking (30.2%)**, Unknown (21.1%)
- **2014 VFIRS Annual Report** - The final report is now available and posted on our website. Report presents summary data in Virginia by state, locality and fire department. Report also includes an Executive Summary which gives a synopsis of the data. In addition, a press release was sent out to the media on **Friday, June 12, 2015** to publicize the release of the information.
 - http://www.vafire.com/fire_data_statistics/fighting_fires/2014-VFIRS-Annual-Report-Final-06-05-15.pdf

- Additional VFIRS statistics/reports for 2014 and 2015 are available on our Fire Data & Statistics webpage: http://www.vafire.com/fire_data_statistics/index.htm

VFIRS Hardware Grant

- **VFIRS Hardware Grant** - The FY2016 VFIRS Hardware Grant is now available for localities to apply for their fire departments. The application deadline is **Monday, August 31, 2015**. Email notices will be sent to fire departments as well as to localities announcing that the grant is available

VFIRS Training

- **VFIRS Training - 2015 VSFA Annual Conference** - VFIRS training will be conducted at the 2015 VSFA Annual Conference on **Thursday, July 30, 2015**. The training will include an overview of incident reporting and will also show how to run reports online with the NFIRS website.

FIRE EDUCATION AND TRAINING COMMITTEE BUSINESS REPORT FROM THE VDFP BRANCH CHIEF OF TRAINING AND OPERATIONS

Tom Phalen, Program Chief for Aircraft Rescue Fire Fighting, provided the following report:

- **2015 Instructor In-service dates released:** The Virginia Department of Fire Programs 2015 Instructor In-service will be offered in the Blended format this year. It is the policy of the VDFP to offer a mandatory update of the operational policies and procedures to all VDFP Fire Service Part-time Instructors (traditionally recognized as "Adjunct Instructors") once every two years.
 - This year, the training will consist of two modules to meet the minimum requirements as a condition of employment for all Part-time instructors that attended the 2013 Instructor In-service. The first module is the VDFP 2015 VDFP Update which will be held in person in each of the Divisions beginning August 1, 2015 followed by a stand-alone module offered on the Knowledge Center entitled (DHRM-WC Hearing Conservation).
 - **December 18, 2015 Due Date:** VDFP Part-time Instructors must complete the two modules of training by Close of Business December 18, 2015. Local approved non-compensated instructors are welcome to view and/or attend the above modules, but the modules are not mandatory for that group.
 - **In Person Offering:** An in-person offering will begin August 1, 2015 during the Virginia State Firefighters Conference in Hampton, Virginia followed by seven additional in-person offerings by October 1, 2015. After which time, an additional seven offering will be available prior to December 18, 2015. In addition to the in-person offering, beginning October 1, 2015 an online version will be available which may take the place of the in-person event if you so chose. Please see below for the Division opportunity, dates, and locations. All in-person events will begin at 9:00am and continue to completion.

Division	Date	Location of In-service
Division 1 Glen Allen	August 15, 2015	Virginia Public Safety Training Center 7093 Broad Neck Road, Hanover, VA 23069
Division 2 Culpeper	October 10, 2015	Madison Volunteer Fire Department 1223 North Main Street, Madison, VA
Division 3 Farmville	October 5, 2015	Augusta County Public Safety Building - 115 Dick Huff Lane, Verona, VA 24482
Division 4 Chilhowie	August 8, 2015	Big Stone Gap Fire Department – 505 East 5th Street South, Big Stone Gap VA 24219
Division 5 Fort Monroe	August 22, 2015	Southside Virginia Community College 109 Campus Drive Alberta, VA 23821
Division 6 Roanoke	August 29, 2015	Danville FD 600 Lynn Street Danville VA
Division 7 Fairfax	September 10, 2015	VDGP Division 7 Office Building 1st floor conference area - 4975 Alliance Drive Fairfax, VA 22030

Second Session offerings. Division	Date	Location of In-service
Division 1 Glen Allen	November 2, 2015	VDGP Division 1 Office 1043 Technology Park Drive Glen Allen, VA 23059
Division 2 Culpeper	November 7, 2015	Rockingham Fire & Rescue Headquarters 20 East Gay Street, Harrisonburg, VA
Division 3 Farmville	December 5, 2015	VDGP Division 3 Office 124 N. South Street Farmville, Virginia 23901
Division 4 Chilhowie	October 17, 2015	Wytheville Fire Department – 185 West Spring Street, Wytheville VA 24382
Division 5 Fort Monroe	October 15, 2015	Norfolk Fire-Rescue Training Center 7120 Granby Street Norfolk, VA 23505
Division 6 Roanoke	October 24, 2015	Roanoke Regional Training Center, 1220 Kessler Mill Road, Salem, VA 24153
Division 7 Fairfax	December 12, 2015	Prince William County Public Safety Training Center Classroom D 13101 Public Safety Drive Nokesville, VA 20181

- **The National Fire Academy Virginia/Tennessee:** The National Fire Academy Virginia/Tennessee weekend is September 18th-20th in Emmitsburg. Registrations close August 7th. Eight programs are being offered this year. Seats remain open for all programs. Contact Division 7 or visit this link on the VDFP Website for more information. http://www.vafire.com/upcoming_events/pdf/2015/2015-06-15-NFA-2015.pdf for information on this event.
- **Technical Rescue's "Rescue Week":** Technical Rescue's "Rescue Week" is September 28 to October 2, 2015 at the Virginia Public Safety Training Center located at 7093 Broad Neck Road in Hanover, VA 23069. Please visit this link on the VDFP Website for more information. http://www.vafire.com/training_technical_services_branch/htr.htm
- **The Aircraft Rescue Firefighting Division:** The Aircraft Rescue Firefighting Division will be holding their Fall Training as scheduled below. You are welcome to come and observe these activities. Please contact Chief Tom Phalen for information.

ARFF Schedule Fall 2015

- **VA State Firefighter Association** - July 29, 2015 RAAFR School # 591-16002
- **Mecklenburg/Brunswick** – August 7 - 8, 2015 RAAFR School #591-16003
- **Charlottesville/Albemarle Airport** – August 29 – September 6, 2015 ALFT School #591-16004
- **Roanoke/Blacksburg Regional Airport** – September 12 – 20, 2015 ALFT/ Drill School #591-16005
- **New Market Airport** - September 19 – 20, 2015 RAAFR School #591-15006
- **Luray Airport** - September 25 - 26, 2015 RAAFR School # 591-15007
- **Shenandoah Valley Regional Airport** – September 26 – October 4, 2015 ALFT/ Drill School #591-16008
- **Newport News/Williamsburg International Airport** - October 10 - 18, 2015 ALFT School #591-16009
- **Wallops Island Flight Facility** – October 24 - November 1, 2015 ALFT School #592-16010
- **Norfolk International Airport** – November 7 – 15, 2015 ARFF School #591-16011
- **Norfolk International Airport** – November 9 – 11, 2015 ALFT School #591-16012
- **Ft Belvoir** – October 19 – November 21, 2015 ARFF School #593-16013
- **Division 1 Office:** The Virginia Department of Fire Programs Division 1 Office continues to be extremely busy with wrap up of FY15 and start up of FY16, already having approved 54 training programs, 3 weeks into the year. At this time there are only 9 outstanding schools over 30 days, and 6 of them are waiting on corrected paperwork from the instructors. This is anticipated to be corrected prior to the board meeting. For the first quarter of FY16 the Division 1 Office Training room is scheduled for 36 days of

instruction and tests, with the 9 programs scheduled averaging over 22 students per class. As we begin a new fiscal year, signs are that it will be a great one!

- **Division 2 Office:** The Virginia Department of Fire Programs Division 2 Office has moved from their long time location in the basement of the Orange Volunteer Fire Department Fire Station to a very nice and newer location at 471 James Madison Highway; Suite 101 in Culpepper, VA 22701. Their new telephone numbers are: Office: (540) 317-7670; Fax: (540) 727-7041.
- **Total Programs listed on FSTRS for the Fiscal Year 2015 :**

Division Program FSTRS Entries:

6/30/2015					
Division	Funded	Reimbursable	Non-Funded	Partial	Total
Div 1(41)	77	12	67	138	294
Div 2(42)	47	3	94	141	285
Div 3(43)	30	1	35	49	115
Div 4(44)	74	1	25	5	105
Div 5(45)	83	1	173	82	339
Div 6(46)	46	4	6	68	124
Div 7(47)	28	2	104	147	281
Q/A(51)	59	0	2	0	61
NIMS(56)	13	0	27	0	40
TR(57)	73	13	107	0	193
FMA(58)	47	0	152	1	200
ARFF(59)	16	3	1	0	20
TOTALS	593	40	793	563	2057

- Total Programs listed thus far on FSTRS for the Fiscal Year 2016 as of July 21, 2015 :

Division Program FSTRS Entries:					
Run Date	7/21/2015				
Division	Funded	Reimbursable	Non-Funded	Partial	Total
Div 1(41)	14	0	8	32	54
Div 2(42)	2	0	19	33	54
Div 3(43)	7	3	8	17	35
Div 4(44)	4	0	0	0	4
Div 5(45)	2	0	7	12	21
Div 6(46)	5	7	4	11	27
Div 7(47)	3	0	8	18	29
Q/A(51)	30	0	20	0	50
NIMS(56)	2	0	1	0	3
TR(57)	47	7	21	0	75
FMA(58)	11	0	17	2	30
ARFF(59)	11	1	1	0	13
TOTALS	138	18	114	125	395

QA and Curriculum Update

Fire Officer I/II

- Textbook selected – Jones and Bartlett Fire Officer 3rd edition
 - Committee was provided training by J&B by way of Webinar of online tools. Committee members were impressed with features and functions of the On-Line Learning Platform. There will be a meeting while at the Virginia Firefighters Association Conference with J&B to discuss implementation strategy for our programs.
- Pilots selected
 - Fire Officer I
 - Albemarle – August – Combination (Saturday schedule) - Canceled due to low enrollment
 - Fire Officer II
 - Stafford – July – Combination – Canceled due to low enrollment
 - Fire Officer I/II
 - Bristol/Abingdon – Working on dates.

Fire Officer III/IV

- Officer III program being completed for pilot deliver this fall. We are looking to pilot the Fire Officer III program over the next couple of months.

- Officer IV has been piloted and the feedback is being addressed in the program. Final program being put together over the next forty-five days.

Driver Operator: Pumper

- Textbook selected – IFSTA – only book available currently
- Will only cover Chapter 4 and 5 of NFPA-1002 Standard
- Commentary driving will be done locally within 60 days of course

Driver Operator: Aerial

- Textbook selected – IFSTA – only book available.
- Textbook is both Aerial and Pumper, no stand alone Aerial textbook
- Using curriculum as provided from publisher

Rural Water Supply Basic Pump Operations

- Change pre-requisites to remove EVOC from RWS
- Locality to provide operator for Apparatus used in RWS
- Add pre course work for student to complete prior to attending Basic Pump

E.V.O.C. Development process

- VDFP attended the VAVRS Train-the-Trainer in June at their Rescue College. Very good program and will be discussed at the upcoming meeting.
- Discussion about accepting additional EVOC programs as equal to the VDFP/VAVRS program
- Committee is scheduled to meet on August 19, 2015.

Train the Trainer (TTT) for Training Departments

- Discussed with Division Chiefs and Stakeholder at meetings on June 2nd and 3rd.
- Will revisit the discussion with the Division Chief's at their September 2nd and 3rd meeting.
- Would require written agreement with locality
- DFP to QA the delivery of programs and provide testing

UNFINISHED BUSINESS

No unfinished business

NEW BUSINESS

No new business

REPORT FROM THE VDFP BRANCH CHIEF OF TRAINING AND TECHNICAL SERVICES

Don Hansen provided the following report:

- **NFPA Public Education Network:** Agency Representative, J.D. Jenkins attended the NFPA Public Education Network meeting in Chicago June 20 and 21, 2015.
- **Virginia Fire and Life Safety:** The agency hosted the Virginia Fire and Life Safety working group meeting on July 9, 2015.
- **NFPA 1033:** NFPA 1033 course started July 13, 2015 in Roanoke with 25 students attending. Graduation will be August 7, 2015.

- **VDFP Fire and Life Safety Educator:** Met with Spotsylvania Fire FMO and Training (2nd meeting) discussing FLSE plan for the county and upcoming Youth Firesetting Prevention & Intervention (YFPI) I class (8/15-16)
- **Communicating with Youth Course:** Life and Life Safety Educator conducted a Communicating with Youth Course in Loudoun July 18
- **NFPA 1031:** NFPA 1031 course will begin July 27 in Prince William County.

REPORT FROM THE DEPARTMENT OF FORESTRY

On behalf of State Forester Bettina King, John Miller provided the following information;

- **Virginia Dry Hydrant Program:**
 - FY 2015 – 33 New Installations with 6 Repairs.
 - FY 2016 – 28 New Installations are planned, along with 16 Repairs.
 - The VDOF has prevented the contractor from starting the FY 16 work in an effort to ensure full completion of the FY 14 and FY 15 projects. The FY 16 work should be underway by the beginning of August.
- **Western US Wildfire Support:**
 - VDOF has deployed a total of 24 personnel so far this summer to support the western fire season.
 - VDOF has provided firefighters and incident management personnel to the States of Washington and Alaska so far this year.
- **VDOF Statewide Fall Wildfire Academy:** VDOF is holding its annual fall wildfire academy at the 4-H Center in Abingdon on September 25 – 29, 2015. A total of five classes related to wildfire suppression and incident management are being offered. The registration is now open and all 5 classes still have seats available. A total of 120 local, state and federal firefighters are expected to attend the academy this year.
- **Agency “Give Me 5” Initiative:** State Forester Bettina Ring has started the Give Me 5 initiative to promote the five main goals that will drive the VDOF under her leadership:
- **“Give Me 5”:**
 1. **Protecting Healthy Watersheds** – ex. fire suppression, silvicultural water quality program, riparian buffers, conserving forested headwaters, providing for adequate water supplies to downstream communities.
 2. **Ensuring a Sustainable Wood Supply** – ex. nurseries, RT, forest health, FIA, pine sustainability, hardwood management, forest research, and fire suppression.
 3. **Restoring Diminished Ecosystems** – ex. land conservation, restoring Longleaf and Shortleaf pine and American chestnut, wildlife habitat management, and prescribed fire.
 4. **Building Healthy and Resilient Communities** – fire prevention and Firewise communities, urban and community forestry, conservation education.

5. **Preserving Our Cultural Heritage** – State Forests, outdoor recreation opportunities, ag and eco-tourism, maintaining the rural character of our communities through working landscapes.

REPORT FROM THE STATE FIRE MARSHAL'S OFFICE

State Fire Marshal Ed Altizer provided the following report:

The following are selected items from the SFMO weekly reports since the June 5 report and includes only significant items as highlighted to the Secretary of Public Safety and Homeland Security. All weekly reports are available if requested. The report to the Fire Board will normally contain items for FY 2014-2015 beginning July 1, 2014. The table below reflects cumulative totals for FY 15.

Cumulative FY 15 A\O July 6, 2015

Type of Inspection	Total Number
Life Safety Code Inspections	926
Regular Fire Prevention Inspections	6136
State Construction Inspections	1510
Fire Prevention Complaint Inspections	144
Cigarette Program Inspections (RCIP)	510
Operational Permits	351
***Total Complete CIKA Inspections to date in CY 2015 (complete buildings)*	46

**NOTE: CIKA Buildings are counted by calendar year and are cumulative week to week.*

- **SFMO Hiring Update** – As of July 15, the agency is currently in the process of hiring an Assistant Fire Marshal position for the SFMO Central Region Office in Glen Allen. Interviews have been conducted, and the agency is in the process of selecting and making an offer.
- **Fire Fatalities:** As of July 6, the SFMO has recorded 46 civilian fire fatalities since January 1. Four of the fire fatalities have not been reported to the USFA as indicated below. The USFA total is 42 as of July 6 compared to the SFMO total of 42. The four not reported by the USFA are:
 - A fatality occurred in Madison County on February 12
 - A fatality in Horntown on the Eastern Shore that occurred on March 3.
 - A 47 year old male died in Essex County on March 18, 2015 as a result of burns sustained in a fire incident on March 15, 2015 at his home.
 - A fire on March 31 claimed the life of an adult female resident of a single family home in Spotsylvania. This is believed to be an accidental fire, however the investigation is ongoing.

During the same time frame in 2014, 40 fatalities were reported.

- **Illegal Fireworks Complaint in Clarksville** - On July 1, the State Fire Marshal's Office received a complaint that a business in Clarksville, Virginia was selling illegal fireworks.

Staff immediately responded to the complaint and viewed illegal fireworks on display in public areas of the business. Staff made no attempt to confiscate the items, but instead called the Mecklenburg County Sheriff's Office for assistance. In cooperation with the Sheriff's Office, the State Fire Marshal's Office secured warrants to search the facility. On July 2, State Fire Marshal's Office staff and Mecklenburg County deputies inspected the facility and the illegal fireworks were seized. A summons for violation of the Statewide Fire Prevention Code was issued to the owner. The State Fire Marshal's Office tagged the items as evidence and stored them in a secured area at the Barrett Juvenile Detention Center Storeroom Building in Hanover County.

- **Fireworks Displays** – Staff from the State Fire Marshal's Office inspected and observed fireworks displays at Virginia Military Institute, First Landing State Park, James Madison University and Fort Monroe on July 4, 2015. Additionally, staff assisted the Cape Charles Fire Official in a fireworks display. While no significant problems were reported, two small fires were ignited and quickly extinguished by local fire departments at Virginia Military Institute and First Landing State Park. There were no injuries or significant from either incident. According to the Fire Prevention Code, firework displays conducted on state-owned property permits must be obtain a permit and inspection from the State Fire Marshal's Office.
- **Unexploded Ordnance at Fort Monroe** - On June 8, the City of Hampton dispatch received notification that an unexploded ordnance was discovered at Fort Monroe. The City of Hampton Police Chief contacted the State Fire Marshal's Office, the Virginia State Police and the Fort Monroe Authority for a coordinated response. A "hot zone" was established around the ordnance and occupants of the buildings nearby were requested to limit movement around the area. After the scene was secured, assistance was requested from the Langley Explosive Ordnance Disposal (EOD) Unit. Several x-rays were taken and it was determined that the device could safely be removed and disposed by EOD personnel. After removing the device from the area, building occupants were allowed to resume normal movement.
- **Explosives Concern:** On June 15, the State Fire Marshal Ed Altizer, SFMO staff and Deputy Executive Director Brook Pittinger met with Dick Hickman of the Senate Finance Committee to discuss the feasibility of defining Tannerite as an explosive in the *Code of Virginia*. During the 2015 General Assembly Session, Senator Carrico introduced a resolution (SJ279) to establish a nine-member joint subcommittee to study the dangers of Tannerite and make recommendations on restricting the amount that can be purchased legally. The resolution was referred to the Senate Finance Committee for additional study and investigation. At this meeting, State Fire Marshal's Office staff discussed the dangers of Tannerite and explored the potential of regulating Tannerite through the Statewide Fire Prevention Code. Additionally, the State Fire Marshal's Office is working to develop prevention videos to educate members of the general public about the dangers of Tannerite.
- **Higher Education Fire Safety Symposium** - On July 9, State Fire Marshal Ed Altizer and Deputy State Fire Marshal Ron Reynolds addressed the Fifth Annual Virginia Institutions of Higher Education Fire Safety Symposium at Virginia Commonwealth University. This presentation included a robust discussion about fire prevention inspections and other

related fire safety topics. Symposium attendants represented both public and private colleges and universities throughout Virginia.

REPORT FROM THE CODES AND STANDARDS SUBCOMMITTEE

There were no meetings held between June 2015 – July 2015.

Robby Dawson advised that the Board of Housing and Community Development (BHCD) code updates will convene this fall 2015. Robby Dawson suggested scheduling a Codes and Standards Subcommittee meeting to figure out logistics. Recommendation for meeting is on/around the early part of fall 2015.

UNFINISHED BUSINESS

Topic: ICC Code Hearing Attendance and Travel

Motion: Motion to authorize up to \$3,200 per person to attend the ICC Code Hearing.

Topic Discussion: Ed Altizer indicated that it has been estimated that it will cost about \$3,134 per person for attendance of the ICC Code Hearing. The Board approved funding the ICC Code Hearing trips for Ed Altizer and Robby Dawson, as they are both voting members.

Vote: Unanimous

Motion Action: Motion Carries

NEW BUSINESS

No new business

ADMINISTRATION, POLICY AND FINANCE COMMITTEE BUSINESS **REPORT FROM ADMINISTRATION, POLICY AND FINANCE**

Rhonn James provided the following report:

Budget Report

- FY2016 Financial Reporting
 - 1) Statement of Cash – Interest Account as of July 31, 2015 [Enclosure 1]
 - 2) Burn Buildings Cash Obligations and Availability as of July 31, 2015 [Enclosure 2]
 - 3) FY2016 Burn Buildings Spending Plan as of July 31, 2015 [Enclosure 3]

Grants & Local Aid Report

- Aid to Localities (ATL) Entitlement Program
 - 1) FY2015 ATL Report as of July 25, 2015 [Enclosure 4]

- Burn Building Grant Program
 - 1) Burn Building Summary Report as of July 25, 2015 **[Enclosure 5]**
- FY 2014 Regional Fire Services Training Grant Summary **[Enclosure 6]**
- FY 2015 Regional Fire Services Training Grant Summary **[Enclosure 7]**

REPORT FROM THE BURN BUILDING SUBCOMMITTEE

Topic: City of Winchester Application

Motion: Motion to award City of Winchester an application for construction of a burn building up to \$450,000 for construction and \$30,000 for A&E – for a total of \$480,000.

Topic Discussion The County is seeking support for a new live burn building at the Winchester Regional Training Site located in Winchester, Virginia. The Chief cited that the burn structure has met its lifespan and is in need of significant repairs to bring to the current VDFP specifications for live fire certification burns. The locality determined the need to replace this burn building with a new structure. The amount City of Winchester is requesting for a Type I, Class A burn building in the amount of \$485,000.

[Enclosure 8]

Vote Unanimous

Motion Action: Motion Carries

Topic: City of Alexandria Burn Building Renovation

Motion: To grant the City of Alexandria \$56,455 for the current project. City of Alexandria can submit a new grant request for the balance of the scope of their project once completed.

Topic Discussion: Per the previous full board meeting (June 5, 2015) and the Burn Building Meeting (July 13, 2015) - City of Alexandria presented the following information regarding their request.

- **Background:** In February 2014, City of Alexandria presented a burn building application **requesting \$300,000** to perform renovations to their Prototype 1, Class A Burn Building which is **3,990 square feet**.
- In accordance to VDFP grant policy, **Alexandria was awarded \$130,075** based on the square foot ratio applied to all applicants who are awarded a Burn Building Grant. This also happened to be the agency's "prorated" amount.

- This formula takes the square foot of VDFP's Prototype 1 building, divides it by the square foot of the localities building, then multiplies that percentage by the amount being requested ($1,730/3,990 = 43.36\% \times \$300,000$).
- Alexandria has recently provided VDFP supporting documentation for cost associated with the renovations based on this grant.
- The total associated costs for the renovation came to **\$130,196**, which is less than the **\$300,000 originally** requested and the awarding of this grant is based on.
- **Agency Policy:** Currently when a locality's actual expenses incurred do not equal or exceed the amount originally requested – VDFP re-applies the same square footage formula to the actual amount incurred.
- **Thus:** Alexandria's new grant award amount is **\$56,451** ($1,730/3,990 = 43.36\% \times \$130,196$).
 - This amount is significantly less than the grant amount and Alexandria has informed VDFP they have no additional costs associated with the renovation project.
- **Conclusion:** Agency practice has always been to prorate the actual expenses incurred by the locality.

Monday, July 13, 2015 Committee Discussion: Randy Wheeler and Bob Miner cited that based on Alexandria coming under the original amount, the subcommittee would like to ensure the process is fair. Brook Pittinger recommended for the Burn Building Subcommittee to send the information to the Attorney General's Office for review.

Vote: Unanimous

Friday, July 31, 2015 Board Meeting: At the July 31, 2015 Board Meeting – the following comments were provided to VDFP by the Attorney General's Office – Cathie Hutchins, Sr. Assistant Attorney General;

- Payment amounts are discussed in each document in Section L.4. (Burn Building Policy, p. 10 of 13 and Agency Practices, p. 12 of 15.) The sections contain identical language which essentially states that for renovation and repair projects if the permanent burn building exceeds the base Prototype model, the award will be calculated based on square footage of the renovated burn building compared to the base Prototype model. In other words, the Agency will pro-rate the award by this calculation when the project is larger than the base prototype model.

- This language provides the applicant with adequate notice that a renovation exceeding the base prototype model size will be funded based on the percentage it exceeds the prototype. Additionally, the Agency has provided justification for the initial pro-rata event.
- Upon receiving the final actual expenses from the applicant, the Agency conducts a second pro-rata calculation using the same formula to arrive at the final award amount.
- Section G. 4. (Policy, p. 7 of 13 and Practices, p. 8 of 15) provides that grants are made upon availability of funds consistent with the then current “spending plan/burn building schedule” as adopted from time-to-time by the Board. This section may serve to notify an applicant that funding may be adjusted based on type of project and/or liquidity of the Fund itself.
- However, as currently drafted, this section does not appear to justify a second pro-rata calculation based on final actual expenses
- For the above reasons, the Agency has not provided adequate justification for further reducing the award to the City of Alexandria, especially in light of the February 2014 award letter which made no mention of a second pro-rata calculation based on actual expenses. AG office recommends that the Fire Services Board consider funding the City of Alexandria project based on the 2014 award amount consistent with actual expenses.

Board Members cited that there appears to be a significant amount of overlap between the Policy document and the Practices document. As indicated by the Attorney General’s office, the board agrees that the Practices Document be considered for retirement as it appears to be mostly a repeat of the Policy.

Majority of the board members favored awarding City of Alexandria at \$56,455 with an option to apply for the remaining balance of their request.

See below for vote results:

Votes:

- **Yes:** Lee Day, Dawn Brown and Bob Miner.
- **No:** Bill Kyger, Dave Layman, Robby Dawson, Bettie Reeves-Nobles, John Ainslie, Peter Svoboda and Jeff Bailey.
- **Abstain:** Randy Wheeler and Ed Altizer.

Motion Action: Motion Carries

UNFINISHED BUSINESS

Policy Review

Topic: Review of Governor's Fire Services Awards Categories

Motion:: Approve the recommended changes to the Governor's Fire Services Awards as developed by the special subcommittee chaired by Bettie Reeves-Nobles and add to an award for Virginia Firefighter of the Year and Virginia Fire Chief of the Year.

Topic Discussion: The subcommittee recommends the following categories be established for the Governor's Fire Service Awards beginning in 2015. These modifications will offer different opportunities for recognition and broaden the criteria.

- Excellence in Virginia Fire Services
- Excellence in Virginia Community Risk Reduction
- Excellence in Virginia Fire Service Training
- Outstanding Fire Department Response
- Private Sector Excellence in Virginia Fire Service Support
- Civilian Excellence in Virginia Fire Service Support
- Virginia Firefighter of the Year
- Virginia Fire Chief of the Year

Vote: Unanimous

Motion Action: Motion Carries

Topic: Funding Policy Review/Update

Motion: N/A

Topic Discussion: Policies to be reviewed are as follows;

- Aid to Localities (ATL) Entitlement Program
- Burn Building Grant Program Policy
- Regional Fire Services Training Facility Grant Program Policy

Dave Layman recommended the committee table the discussion on the ATL Entitlement Program along with Burn Building Grant, and Regional Fire Services Training Facility Grant. Mr. Layman further advised to create a workgroup consisting of VDFP staff, two Fire Services Board members and representatives from the stakeholder organizations to update funding policies.

Dave Layman, Jeff Bailey and Bob Miner will represent the VFSB. VDFP staff will include, Rhonn James, Accounting Manager, Joe Thompson, Grants and Local Aid Manager, Division Chiefs, Tim Estes and Dereck Baker along with Mohamed Abbamin, Policy Manager. The Agency's Deputy Director will help oversee the policy work group along with Cathie F. Hutchins, from the Attorney General's Office, will provide legal counsel.

Vote: Unanimous

Motion Action: Motion Carries

Topic: Essex County Fire and EMS Study Review/Approval

Motion: Motion to release the Essex County Fire and EMS Study.

Topic Discussion: The board voted to release the Essex County Fire and EMS Study.

[Enclosure 9]

Vote: Unanimous

Motion Action: Motion Carries

Topic: Powhatan County Fire and EMS Study (In Progress)

Motion: N/A

Topic Discussion: The board was advised that the study is in draft process. It will be presented in November 2015 board meeting.

Vote: N/A

Motion Action: N/A

Topic: Pittsylvania County Fire and EMS Study (In Progress)

Motion: N/A

Topic Discussion: The board was advised that the study is in draft process. It will be presented in November 2015 board meeting.

Vote: N/A

Motion Action: N/A

NEW BUISNESS

Topic: VDFP Executive Director Update on Fire and EMS Study Process

Motion: N/A

Topic Discussion: Chief Melvin Carter indicated that he would like the board to consider including on the study subject matter experts in other areas such as ISO rating.

Vote: N/A

Motion Action: N/A

Topic: Fire and EMS Feedback Survey

Motion: N/A

Topic Discussion: Brook Pittinger provided the following update;

The Virginia Department of Fire Programs conducted a comprehensive evaluation of the Fire and EMS Studies conducted within the past year (2014). Feedback surveys were sent out to localities. Below is a synopsis of responses;

Areas of Concern

- **Scheduling:** Localities cited that the study committee could have spent more time during site visits. The schedule had not allowed sufficient comment and interaction with fire and EMS personnel.
- **Expectation:** Localities expressed that the recommendations should have been specific.
- **Implementation of Study:** One locality cited that their career and volunteer services agree on 90-95% of the recommendations. However, an area that is causing the most challenge is the Fire Chief recommendation related to “centralized authority” to reflect the span of authority.

Barriers to Implementation of Recommendation

- **Economic:** Current economic environment has prevented some localities from implementing recommendations outlined.

Recommendations from localities

- **Expand Scope of Study:** A recommendation was made to expand the study questionnaire to county leadership, fire departments, rescue squads and the locality’s emergency management. It was cited that this would give insight into all stakeholders’ priorities.
- **Schedule:** Expand the amount of time spent on interviews to get a comprehensive perspective.

Initiated Recommendations

The following is a brief update on some initiated recommendations from 2014 studies;

- **Orange County (February 2014):** Implemented the following; Funding for Training & Apparatus, Strategic Planning, Standards for Fire Officers. The locality is in the process of addressing the centralized authority - Fire Chief’s position. Orange County indicated that most of the recommendations were easy to implement because they improve the system and take some burden off of the volunteer companies.
- **Botetourt County (February 2014):** Botetourt County implemented the following;

- **Theme 1: Organizational and Operational Development:** The complete revision and adoption of local ordinances associated with fire, EMS, and emergency services have been completed. The department has now been established as the Department of Fire & EMS and enabling code has been adopted.
- **Theme 2: Communications:** Communications have continued to increase, as the Fire & EMS Commission was established as a regularly occurring venue for Board Members, County Officials, and Volunteer Leadership can have open dialogue. Improved Dispatch System- Enhancements have continued with CAD recommendations and unit priorities.
- **Theme 3: Training:** Collaborative training efforts have continued with numerous opportunities for entry-level, as well as leadership, incident command, and auxiliary programs.
- **Theme 4: Budget & Administration:** County Funding and Capital Improvements - there is continued progress towards the establishment of a formalized CIP for fire and EMS apparatus. Standardization and Central Purchasing - efforts continue to progress on centralized purchasing.
- **Giles County (April 2015):** The County indicated that it has not completed any of the recommendations to date. The County's proposed budget included funding for an emergency services coordinator but the position did not make the final budget. Moreover, Giles County did not want to begin the changes if they were going to hire someone into this position. Therefore, it cited that it will begin to try to implement the proposed changes and recommendations without the aid of an emergency services coordinator.

Overall Feedback

- The feedback survey indicated the Fire & EMS Study process allowed them to work with experienced professionals with industry knowledge. It was further mentioned that additional time needs to be allocated during interviews.

Vote: N/A

Action: N/A

Topic: Isle of Wight Fire and EMS Study Request

Motion: Motion to accept Isle of Wight's request for a Fire and EMS Study.

Topic Discussion: The locality seeks a Fire and EMS Study within the scope of the study as established by the VFSB.

Bob Miner and Bill Kyger will take part on the study.

Bobby Bailey will represent VDFP on the study.

[Enclosure 10]

Vote: Unanimous

Motion Action: Motion Carries

Topic: Rockingham County Fire and EMS Study Request

Motion: Motion to accept Rockingham County Fire and EMS Study Request

Topic Discussion: Rockingham County would like a Fire and EMS Study conducted.

Randy Wheeler and Lee Day will participate on the study.

Dereck Baker will represent VDFP on the study.

[Enclosure 11]

Vote: Unanimous with one abstention - Bill Kyger abstained from the vote

Motion Action: Motion Carries

COMMENTS FROM THE CHAIRMAN

No Comments

**FULL BOARD BUSINESS
UNFINISHED BUSINESS**

No Unfinished Business

NEW BUSINESS

Topic: FY16 Rules and Procedures Re-signing (hold until next VFSB meeting)

Motion: N/A

Topic Discussion: Hold off on this item until November 2015.

Vote: N/A

Motion Action: N/A

Topic: FY16 Memorandum of Understanding Re-signing (hold until next VFSB meeting)

Motion: N/A

Topic Discussion: Hold off on this item until November 2015.

Vote: N/A

Motion Action: N/A

Topic: NARCAN / Naloxone Update

Motion: N/A

Topic Discussion: Dr. George Lindbeck, MD, Virginia State EMS and Trauma Systems Medical Director provided a background on Naloxone, also known as NARCAN.

Dr. Lindbeck indicated that following the 2015 legislative session, the Board of Pharmacy, in consultation with the Board of Medicine and Department of Health, have been tasked with drafting guidelines for the prescribing and related training for non-EMS certified responders and lay providers to administer naloxone. Naloxone, also referred as “Narcan”, is a pure opioid antagonist. The medication is used to counter the effects of opioid overdose, primarily the respiratory depression that is the most common cause of death from opioid overdose.

Although many of the Commonwealth’s firefighters have EMS certification which currently allows them to deliver naloxone, the new legislation enables first responders including firefighters and law enforcement officers as well as members of the public without EMS certification to administer naloxone. These new groups of responders will need to complete an approved training program per the legislation.

The administration of naloxone has already been part of the scope of practice for providers from EMT through Paramedic, and expansion of the scope of practice to the EMR certification level has been approved by the MDC. Dr. Lindbeck advised that agencies that are interested in expanding their naloxone administration programs wait until the new regulations and training guidelines are available from the Board of Pharmacy.

Vote: N/A

Motion Action: N/A

Topic: November 2015 Board Meeting

Motion: N/A

Topic Discussion: Mike Moles with the Southwest Virginia Firefighters cited that the board meeting should be held at Southwest Virginia arriving on Friday, November 6 (Administration, Policy and Finance) at 2 pm with the full board meeting to be held on Saturday, November 7, 2015 at 9 am.

The tentative meeting location is at the Christiansburg Fire Department. The Agency will publish all date, time and location information once confirmed (no less than 30 days before the scheduled meeting dates).

Vote: N/A

Motion Action: N/A

ADJOURNMENT

The Board adjourned at 12:00pm

Clerk of the Committee
Mohamed G. Abbamin

REVIEWED BY:



July 31, 2015

Melvin D. Carter
Executive Director

Date

Enclosures:

1. **Enclosure 1** - Statement of Cash – Interest Account as of July 31, 2015
2. **Enclosure 2** - Burn Buildings Cash Obligations and Availability as of July 31, 2015
3. **Enclosure 3** - FY2016 Burn Buildings Spending Plan as of July 31, 2015
4. **Enclosure 4**- FY2015 ATL Report as of July 25, 2015
5. **Enclosure 5** - Burn Building Summary Report as of July 25, 2015
6. **Enclosure 6** - FY 2014 Regional Fire Services Training Grant Summary
7. **Enclosure 7** - FY 2015 Regional Fire Services Training Grant Summary
8. **Enclosure 8** – City of Winchester Burn Building Application
9. **Enclosure 9**- Essex County Fire and EMS Study
10. **Enclosure 10** - Isle of Wight Fire and EMS Study Request
11. **Enclosure 11** - Rockingham County Fire and EMS Study Request